

## **TIME-OFF AWARD PROCESS**

**Purpose:** An alternate mean to recognize an individual for superior accomplishment or personal effort that contributes to the quality, efficiency, or economy of Government operations. The award grants time off from duty without loss of pay or charge to leave. Time-off awards may be granted in lieu of, or in conjunction with a monetary performance award.

**Criteria:** The decision to grant a time-off award is based upon the same criteria used for approving a Special Act or Service Award. They may be granted to any Federal employee to recognize a one-time event such as: making a high quality contribution to a project or assignment; displaying special initiative and skill in completing an assignment or project; using initiative and/or creativity in making improvements in a product, activity, program or service; ensuring mission accomplished during a difficult period by taking on additional workload; participation on a special team resulting in the implementation of improved work process or product; etc.

**Amount:** The amount of the award is based upon the value of the individual's contribution and not the grade or salary of the individual. Awards may be granted for one hour up to 40 hours per contribution. Employees may receive up to 80 hours in a 52-week period and the employee have 52 weeks from receipt of the award to take advantage of the time off.

### **Nomination Process**

- Complete an EMCBC Time-Off Nomination Form, including a description of the contribution, date of achievement, and resultant benefits. Obtain the appropriate signatures and supervisory approval.
- Final approval authority is the EMCBC Manager or Project Site Manager
- Provide nomination to EMCBC Office of Human Resources, 250 East 5<sup>th</sup> Street, Cincinnati, OH 45202 for review and processing.

**Documenting and Using Time-Off:** Document approved time-off award on a Standard Form 50 (SF 50), Notice of Personnel Action and file the SF 50 and award justification in the employee's performance file. Prepare separate SF 50 for each approved time-off award. Employee must request and receive their supervisor's approval to schedule and use the time-off award. The supervisor records the employee's use of the time-off on the employee's normal time and attendance sheet in accordance with appropriate procedures.